

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI**

IN RE: )  
 ) PROCEDURES FOR THE FILING  
BUSINESS OF THE COURT ) OF NON-PUBLIC DOCUMENTS IN  
 ) CASES

**Administrative Order**

Recent cyberattacks directed at public and private sector computer systems have necessitated additional steps to better secure sealed, restricted, and ex parte filings (non-public documents) in criminal cases within our case management system. Public users will continue to have direct access to this Court’s electronic filing system through Public Access to Court Electronic Records (PACER) and Case Management/Electronic Case Files (CM/ECF); this change is only to better protect non-public documents.

This Order does not change the criteria that permit a document to be filed non-publicly, but only changes the process for filing a non-public document. As contemplated by Federal Rules of Civil Procedure 5(d) and Federal Rule of Criminal Procedure 49(b), the Court finds that “good cause” exists to adopt this updated filing procedure.

Effective as of the date of this Order and until such time as the Court orders otherwise, certain non-public documents may no longer be filed in cases in CM/ECF, see Notice Regarding Recent Cyber Attacks and the Court's Response<sup>1</sup> for the list of documents. If counsel or a party wish to file non-public documents and are authorized to do so under court rules, practice, or procedure, they must deliver such documents to the Clerk’s Office for processing. Non-public documents may be filed in person at the Clerk’s Office, via U.S. mail, or via encrypted email.

---

<sup>1</sup> [EDMO Notice Regarding Recent Cyber Attacks and the Court's Response](#)

Under the new process, the Clerk's Office will docket non-public documents using existing CM/ECF events and entry restrictions but will attach a placeholder. A Notice of Electronic Filing (NEF) will still generate, but there will be no hyperlinked document in the NEF notification or in CM/ECF, only a hyperlink to the placeholder. Where service of the non-public document is required, the party must serve the document in a secure and timely manner.

To the extent that any prior Court orders, procedures, or rules conflict with this Order, they are superseded. This Order is controlling.

So ordered this 3rd day of September 2025.

  
STEPHEN R. CLARK  
CHIEF UNITED STATES DISTRICT JUDGE